



## UNITED STATES BANKRUPTCY COURT for the DISTRICT OF ARIZONA

230 N. First Avenue, Suite 101  
Phoenix, Arizona 85003-1706  
(602) 682-4000

### Vacancy Announcement Announcement #16-02 PHX

**Position:** Procurement Specialist

**Location:** Phoenix Office

**Position Type:** Full-Time Permanent

**Salary Range:** \$44,185 - \$71,802\* (CL 26, Step 1-61)  
\$48,538 - \$78,896\* (CL 27, Step 1-61)  
Depending upon qualifications and experience, education and salary history.\*

**Opening Date:** Monday, May 2, 2016

**Closing Date:** Monday, May 23, 2016 (Applications received prior to May 16, 2016 will receive first consideration)

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#### Introduction:

This position is located in the U.S. Bankruptcy Court for the District of Arizona and reports to the Clerk of Court and Chief Deputy Clerk. The incumbent is required to be a Contracting Officer at a certification level 3 and performs advanced procurement activities requiring detailed knowledge of procurement policies and practices. Activities include preparing detailed specifications and requests for proposal, negotiating service contracts, and preparing significant and large purchase orders. The procurement specialist ensures the court unit is adequately supplied with the materials, equipment, and services required to function optimally, while at all times ensuring compliance with the appropriate guidelines, policies, and approved internal controls. Will perform duties in close coordination with court staff procuring level 1 purchases.

#### Representative Duties:

- Procure supplies, equipment, services, and furnishings from government and non-government sources through new contracts, competitive bids or existing government contracts. Plan and coordinate time and delivery of purchases.
- Assess requests for goods and services by ensuring that they are allowable under limitations, restrictions, and policies, as well as determining availability of funds. Review accounting records of each functional allotment and reconcile accounts. Ensure that accounts have funds available for items being purchased. Prepare spreadsheets and maintain databases to track certain expenditures.
- Adhere to the Guide to Judiciary Policies and Procedures and Judiciary Procurement Program Procedures on procurement practices. Adhere to the court unit's internal control procedures.
- Identify and maintain lists of vendors and sources of supply for goods and services. Review, evaluate, verify, and process invoices and prepare payment requests. Update the inventory listing of property and conduct inventory reconciliations.
- Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as their reputation and history. Prepare specifications, solicitations, and requests for qualifications/proposals; research products and equipment; prepare product/equipment specifications. Obtain and review competitive bids, quotes, and proposals from vendors and contractors; discuss evaluations and review with requesters and subject matter experts.
- Negotiate with vendors for the best price over contracted services and purchases. Coordinate with selected vendors on supply and delivery of purchased items. Evaluate and monitor contract performance to ensure compliance with contracted obligations; assist with clarifying contract requirements and resolving any conflicts. Recommend cyclical replacement of accountable property.
- Other duties and responsibilities as assigned.

**Qualifications:**

Incumbent must be a high school graduate or equivalent, with at least one year of specialized experience equivalent to work at the CL 25. To be considered for the CL – 27, incumbent must have two years of specialized experience, including at least one year equivalent to work at the CL -25.

Specialized experience includes progressively responsible clerical or administrative experience that provided knowledge of the rules, regulations, procedures and practices of procurement administration and involved the routine use of automated procurement systems and applications. Specialized experience which includes procurement duties is preferred. The specialized experience requirement can also be met by completion of a bachelor's degree from an accredited college or university with an overall 'B' grade point average, or completion of one academic year of graduate study in an accredited university in business, public administration or a closely related field.

**Preferred Qualifications**

- Knowledge of general government procurement policies and procedures and financial systems and protocols needed to maintain purchase order information and invoice payment processing.
- Skill in negotiating terms and conditions of services and contracts with vendors.
- Ability to interpret and implement federal judiciary guidelines and policies regarding purchasing.
- Ability to quickly take classes for and obtain Contracting Officer Contracting Program certification level 3, if not already certified.
- Excellent communication and interpersonal skills, both oral and written.
- A positive attitude and consistently deliver excellent customer service.
- Incumbent must have the ability to conduct in-depth research, analyze options, and communicate the results of the analysis, as well as advise and make recommendations to the court unit executives, and/or judges on matters that take into consideration complex procurement and financial issues.
- Ability to evaluate whether proposed purchases will meet those needs and to respond to requests on short notice, and the ability to manage multiple tasks are essential.
- Some travel may be required.
- Some educational class work above the high school level in, business, accounting, automation, or public policy is preferred.

**Applicant Information:**

Applications will be screened for qualifications and the best qualified applicants will be invited for a personal interview. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. Applicant must be a United States citizen or eligible to work in the United States. Employees of the United States Bankruptcy Court are "At-Will" employees and are not covered by the Office of Personnel Management's civil service classifications or regulations. This position is considered a high-sensitive position. The selectee considered for this position is required to complete a ten-year background investigation, and a re-investigation every five years thereafter. Appointment is provisional and retention is contingent upon a favorable suitability determination of the background check and investigation. This position is subject to mandatory electronic fund transfer (direct deposit) participation for net pay.

\*All promotions are based on successful performance and subject to approval by the Administrative Office of the U.S. Courts.

**How to Apply:**

Qualified applicants are invited to submit a cover letter detailing relevant experience and how they meet the desired qualifications for the position, a resume, and three professional references no later than close of business Monday, May 23, 2016 via email to: [HR\\_16-02@azb.uscourts.gov](mailto:HR_16-02@azb.uscourts.gov) (Include Announcement No. 16-02 PHX on your cover letter)

**The United States Bankruptcy Court District of Arizona is an Equal Opportunity Employer.**